



CANNON BUILDING
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BOARD OF FUNERAL SERVICES

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MEETING MINUTES:	BOARD OF FUNERAL SERVICES
DATE AND TIME:	August 22, 2017 at 10:00 a.m.
PLACE:	861 Silver Lake Boulevard, Dover, Delaware Conference Room B , second floor of the Cannon Building
MINUTES FOR APPROVAL:	September 26, 2017

MEMBERS PRESENT

S. Keith Parsell, Professional Member, President
Chad Chandler, Professional Member
Ann Happoldt, Public Member
Bill Torbert, Professional Member

MEMBERS ABSENT

Jane Hovington, Public Member
Danna Levy, Public Member
Harvey Smith, Jr., Professional Member

DIVISION STAFF

Meredith Hurley, Administrative Specialist II
Kevin Maloney, Deputy Attorney General

PUBLIC PRESENT

Eugene Williams
Terri Ayers-Bonner
Mrs. Goldman
Ron Williams, Sr.

CALL TO ORDER

Mr. Parsell called the meeting to order at 10:03 a.m.

REVIEW AND APPROVAL OF MINUTES

Meeting Minutes – June 27, 2017

Mr. Torbert moved, seconded by Mr. Chandler, to approve the June 27, 2017 meeting minutes as written. By unanimous vote, the motion carried.

UNFINISHED BUSINESS

Discussion Regarding SB65 and Changes to Rules & Regulations

The Board reviewed and made some changes to the cremation rules, guidelines for cremation facilities, and funeral home inspections that Mr. Parsell had previously introduced. The revised copy will be introduced at the next scheduled meeting.

NEW BUSINESS

Complaint Updates

The complaints listed below were informational only, no Board action required.

Complaint #27-03-16 was dismissed by the Attorney General's office due to insufficient evidence.

Complaint #27-02-17 was dismissed by the Division due to insufficient evidence.

Complaint #27-03-17 was dismissed by the Division due to insufficient evidence.

Complaint #27-04-17 was sent to the Attorney General's office for further review.

Review of Applications for Licensure

Mr. Torbert moved, seconded by Mr. Chandler, to amend the agenda to include the application of Scott Bowler for Funeral Director. By unanimous vote, the motion carried.

Mr. Chandler moved, seconded by Mr. Torbert, to approve Caitlin Gilmore for Funeral Director contingent on a passing score on the Delaware State Exam. By unanimous vote, the motion carried.

Mr. Torbert moved, seconded by Mr. Chandler, to approve Mary Jane LaGuardia for Funeral Director contingent on a passing score on the Delaware State Exam. By unanimous vote, the motion carried.

Mr. Torbert moved, seconded by Mr. Chandler, to table the application of Scott Bowler for Funeral Director for proof of three years of licensed practice or proof that Arizona is substantially similar. By unanimous vote, the motion carried.

CORRESPONDENCE

There was no correspondence.

OTHER BUSINESS BEFORE THE BOARD (For discussion only)

Mr. Chandler asked about his replacement since he is carrying over until one is found. Ms. Hurley informed him that the Governor's office is working on replacements but there isn't one for him yet.

PUBLIC COMMENT

The public introduced themselves and stated they will be in the funeral business together in the future.

Mr. Williams asked about licensing approvals with the Board having quorum issues. Mr. Maloney stated applications have to be approved at a meeting and there cannot be a meeting if there is no quorum.

NEXT MEETING

The next Board meeting is scheduled for Tuesday, September 26, 2017, at 10:00 a.m. in Conference Room B, second floor of the Cannon Building, 861 Silver Lake Boulevard, Dover, Delaware.

ADJOURNMENT

There being no further business before the Board, Mr. Chandler moved, seconded by Mr. Torbert, to adjourn the meeting at 11:24 a.m. By unanimous vote, the motion carried.

Respectfully Submitted,

A handwritten signature in black ink, reading "Meredith Hurley". The signature is written in a cursive, flowing style.

Meredith Hurley
Administrative Specialist II